

JOB DESCRIPTION

JOB TITLE: Health Educator I

GRADE: 15

JOB CODE: 2808

EST. DATE: 7-1-06

GENERAL FUNCTION: Under general supervision performs work of moderate difficulty within the Local Health Department by participating in a comprehensive public health education program for staff, individuals, groups, and communities in order to promote healthy lifestyle choices and to reduce health risks.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Orients to the local health department.

1. Orients to the LHD programs and services, including the Core Functions and Essential Services.
2. Orients to local policy guidelines and the Internal Control Program.
3. Orients to the relationship hierarchy of the public health system.
4. Orients to the reporting procedures for abuse, neglect and exploitation.

Assists in the identification of community health needs.

1. Demonstrates knowledge of the tools used to conduct a community assessment and methods used to identify and establish priorities of health issues.
2. Assists staff in the collection of information regarding health issues within the community.
3. Utilizes basic computer skills to access on-line databases for health information, including Kentucky health indicators and data, such as the Behavior Risk Factor Surveillance System (BRFSS), Youth Behavior Risk Factor Surveillance System (YBRFSS), annual Kentucky health reports, etc.
4. Identifies and increases knowledge of available community resources.
5. Assists in conducting health screenings, as assigned.

Participates in health education program planning.

1. Demonstrates knowledge of curriculum design.
2. Assists in the selection, development, utilization and evaluation of health education curriculum.
3. Participates in training on how to analyze health data, develop goals and objectives and plan for program implementations to promote health education in the community.

Promotes positive health behaviors and works to reduce or eliminate health risk behaviors.

1. Attends orientation sessions to develop an understanding of the role of the clinic in health assessment and promotion.

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2. Meets with members of the community to establish a working relationship and to become familiar with available community resources and community partners.
3. Shadows supervisor or Senior Health Educator in the teaching of appropriate aspects of health education in the work, community and school settings. Assists with health education programs.
4. Assists in exchanging information with various organizations and agencies concerning the health needs of the county, district or community.
5. Assists in assembling materials to be utilized in health education program presentations.
6. Gathers health information for the public relative to the specialized program to which assigned.
7. Distributes health education materials by a variety of methods.
8. Utilizes selected educational methods and materials that are appropriate to the language, culture, reading level and needs of the targeted audience. Utilizes instructional equipment and other instructional media effectively.
9. Participates in the collection of statistical information for health program needs.
10. Demonstrates an awareness of public service announcements (PSA) and assists in writing public service announcements for radio and television. Submits written material to assigned supervisor for approval.
11. Determines working contacts with radio, television and newspaper personnel.
12. Assembles visual aids, printed and art materials. Takes photographs that can be used in health educational activities. Prepares materials for health education tape/slide presentations.
13. Assures that educational information and materials are up to date, accurate, reliable and of importance to the community members and LHD staff.
14. Provides services according to the guidelines set by the Public Health Practice Reference/Administrative Reference (PHPR/AR).
15. Demonstrates an awareness and beginning level of understanding of cultural competency, learning readiness, adult learning theory and group dynamics.
16. Participates as a team member, having a basic understanding of the team process.
17. Refers to supervisor as needed.

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Documents services provided in a professional manner and maintains confidentiality.

1. Demonstrates an awareness of Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA) guidelines.
2. Utilizes and accurately documents services on the Community Reporting Form (CH-48), Community Action on Tobacco Evaluation System (CATALYST) Reporting Form and Healthy Start Reporting Form, as appropriate.
3. Demonstrates awareness of the Patient Services Reporting System (PSRS).

Participates in the health education evaluation process.

1. Distributes group evaluation forms.
2. Assists the program presenter in evaluating program effectiveness.
3. Completes self-evaluation of presentation skills and identifies needs for improvement.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses appropriate communication strategies to affect positive health outcomes.
2. Selects a variety of communication methods and techniques to communicate health education information.
3. Listens to others and shares knowledge in a non-judgmental manner.
4. Presents health information in an objective manner, respecting diverse opinions of the targeted audience.
5. Utilizes various strategies for dealing with controversial health issues.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides services in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Community Reporting Form and other forms as appropriate to assignment.
5. Adheres to the health educator code of ethics.

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Develops and implements a plan of continued professional growth and development.

1. Reviews technical literature and attends meetings and training sessions to keep abreast of scientific, educational and medical developments in health education that may enhance the effectiveness of state, district, or county public health education methodology and strategy.
2. Attends job related training, including National Incident Management System (NIMS), OSHA and other annual updates. Completes all discipline specific, programmatic and required trainings, as soon as feasible.
3. Considers Certified Health Education Specialist (CHES) certification. Participates in continuing education offerings provided by the local or state agencies, as appropriate to position.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Functions with alternating periods of relative autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: No supervisory responsibility required.

JOB SPECIFICATIONS:

Knowledge:

- Knowledge of the effect that biology, lifestyle, environment and personal health care delivery system have on the health status of community members.
- Working knowledge of data collection and evaluation techniques appropriate to the identification and definition of health education program needs.

- Working knowledge of educational program development, as it relates to the preparation of health education displays, lectures, written material, and classroom programs.
- Knowledge of assessment and evaluation tools used to evaluate the needs and subsequent effectiveness of a health education program.
- Beginning knowledge of the organization and functions of official and voluntary health agencies
- Knowledge of the basic concepts of physical and mental health
- Beginning knowledge of the availability and accessibility of community and public health resources.
- Knowledge of the role of health workers of various disciplines.
- Working knowledge of oral and written communication techniques.
- Working knowledge of audio-visual production techniques.
- Working knowledge of the procedures for developing and preparing news releases, feature stories, and/or scripts.

Skills:

- Beginning skill in identifying and evaluating the community health needs and the resources available.
- Working skill in the preparation and use of educational literature and audio-visual aids.
- Working skill in making oral presentations in instructional programs.
- Working skill in communicating effectively with the general public.

Abilities:

- Ability to learn the standard procedures and services of the local health agency.
- Ability to develop cooperative working relationships with other service providers, community members and to function well as a team member.
- Working ability to apply individual or group process methods, as appropriate, to learning situations.
- Working ability to utilize computerized health information retrieval systems.
- Working ability to assess and evaluate the needs and subsequent effectiveness of a health education program.
- Working ability to disseminate and interpret to the community timely information on health status, health prevention, health maintenance, and entrance into the health care delivery system.
- Beginning level of ability to develop effective professional working relationships with school system personnel, community organizations, media personnel, etc.

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- Ability to assist in the organization and coordination of health education events and activities.
- Ability to work flexible hours, as needed, to complete job assignments.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Bachelor's degree from an accredited college or university with a major in health education, public/community health, or school health education.

No prior health education experience required.

NOTE: New classification as of 7-1-06. To replace Health Educator (2805) by 7-1-07. Increase in grade, title and minimum requirements have changed.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.